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UNITED STATES DEPARTMENT OF AGRICULTURE  
Rural Electrification Administration  
Washington 25, D. C.

April 11, 1950

Administrative Memorandum

SUBJECT: Preparation and Approval of Material for Duplication

1. In order to achieve coordination and simplification of forms and records and to eliminate overlapping within the organization and to relieve borrowers of unnecessary work, it is necessary that all forms and records be carefully studied for the best adaption to established need.
2. The initiation or development of a particular form or record shall be the primary responsibility of the several divisions in accordance with the assigned divisional functions. For example, all accounting forms and requisitions for their duplication shall originate in the Finance Division. In those instances where a particular form or record reflects in part the functions of more than one division, the division initiating such form shall assume the responsibility of clearing the proposed form with other divisions that may have an interest in it before submitting a request for its duplication. The written approval of such other divisions as may be appropriate in this connection shall accompany each such request for duplication. In this way REA will be able to present a consistent and unified line of action to its borrowers and thereby avoid possible duplication of effort or contradictions.
3. All requisitions for the duplicating, photostating or blue printing of material shall be sent initially to the Office of the Administrator for approval, routing, and clearance where necessary with the Bureau of the Budget in accordance with regulations issued pursuant to the Federal Reports Act of 1942. All material intended for use outside of the Administration shall bear the following identification:

DEPARTMENT OF AGRICULTURE

RURAL ELECTRIFICATION ADMINISTRATION

4. All forms which are to be in continuous and regular use must be printed by the Government Printing Office. Since 90 days is the average delivery time required by GPO, it is important that the need for such forms be anticipated and orders placed well in advance.



5. The number of forms and records should be reduced to the lowest possible minimum consistent with efficient administration. A needed form, either new or revised, should be designed to secure the simplest procedure in its use and the most direct routing to the person responsible for handling it. Written instructions concerning the manner of use and the order of routing should be prepared and filed centrally.
6. A requisition for each proposed new or revised form shall be prepared on the approved requisition form and shall be accompanied by the approved justification form on which shall be stated the purposes for which the proposed material is to be used and the procedure to be followed in the distribution and use of such form.
7. Each such requisition, with attachments, shall be sent to the Office of the Administrator for review and approval. When required approvals have been obtained, it will be forwarded for reproduction.
8. This Memorandum supersedes all other existing instructions in conflict with the provisions of this Memorandum.

*Claude R. Wickard*

Administrator

Index:

Approval of Material for Duplication: Preparation and  
Duplication: Preparation and Approval of Material for  
Material for Duplication: Preparation and Approval of  
Preparation and Approval of Material for Duplication

